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# Example of Associate, Sales Job Description

Our growing company is hiring for an associate, sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate, sales

* Update Artbase for clients and gallery contacts
* Engage and interact with customers in accordance with the G.R.E.A.T
* Maintain cleanliness and organization in assigned areas
* Promotes the company’s HBC credit and loyalty programs and achieves targets
* Maintains a professional and productive work environment
* Process all Point of Sale (POS) transactions accurately and efficiently while maintaining a friendly and professional demeanor
* Selling artwork and building rapport with dealers and retail clients alike
* Building a network of contacts during and outside gallery hours
* Attending auctions, other gallery openings, and keeping apprised of the ongoings of the New York and international art scene
* Draft SAF proposals and RFP for presentations to clients

## Qualifications for associate, sales

* Assertive and results-oriented with a NEED TO SUCCEED
* A desire to answer INBOUND sales inquiries
* Proficient in MS Office (Excel and Word)
* Enrollment in the CFA program or CFA charter (optional)
* CAIA (optional)
* Proficient computer skills, including Microsoft Office products, Internet